

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

June 23, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett (absent with prior notice), Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator.

I. CALL TO ORDER: The Chairman called the meeting to Order at 4:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. Work Session Items for Discussion:

Marie Samaha, Conservation Commission Chair, presented an acknowledgement form for the Chair's signature for an application to LCHIP for a grant to purchase the property on Lees Pond. Chair Shipp signed the document as the Board was previously advised of the application.

1. **Street Lighting:** Bill Johnstone from NH Electric Cooperative addressed the Board regarding replacing the existing street lights in Town with new LED lights. Bill also addressed the installation of some of the lights that were removed in 2010. He explained in detail the differences in the LED type of lighting versus the current high pressure sodium as the LED creates more of a "daylight" type of lighting versus the yellow color light from the existing HP. If the Town wished to convert to LED street lighting there would be no upfront capital cost, but the monthly cost per fixture would be higher which is determined by the wattage. The increase is about \$3-\$4/month per fixture. Some towns that have converted to LED have complained a little that the lighting is "too bright" and in some cases the towns have purchased a more ornamental style light in their village area that reduces the brightness. The electric usage for these village lights are metered. If the Town decides to add additional fixtures like some of the ones removed in 2010 the Town will have to pay for the installation of those lights. A work order has been requested to determine the installation cost for those lights and the Board can then decide which if any will be put back up. It will likely take about two years to complete the conversion to the LEDs Town wide. The Board thanked Mr. Johnstone for the information and will advise him if the Board would like to go forward with the change.
2. **Personnel Handbook Rewrite:** Walter advised the Board that he and Board member Jean Beadle are working with Town Counsel Anne Rice on this project. A template policy prepared by NHMA is being used and it shouldn't be long before it is available for the Board's review and discussion. The question of amending the handbook and the effect on the PD CBA is also being looked into.
3. **Recreation Advisory Board (RAB):** The Board agreed that a new and clearer mission or charge for the Board is needed and should focus on supporting the existing Recreation Department and programs as well as bringing new program ideas to the department. Matters concerning the management and operations of the department should be addressed through the Department Head, Town Administrator and Board of Selectmen if necessary and not the RAB. Walter and the Board will continue to review the mission

and charge options and discuss the matter further at the Board's retreat and July work session. It was also agreed that a Board member shall sit on the RAB and Chris requested he be seated on the RAB. The Board should also include a school representative and hopefully the AD will consider returning to the RAB in the future.

4. **Lions Club Property:** As Walter reported to the Board recently the Lions Club is not interested in renewing the property lease with the Town that expires in March 2017. Walter suggested the Town do an assessment of the property and building to determine the condition of each and what improvements may be needed in the future. Walter also suggested drafting an action plan for managing the property and a proposed budget for the operating cost for FY17. This plan will also include some other possible uses for the property like a Town cemetery. It was also suggested the property be appraised so the current value is known in case the Board decides to sell it. The Board also discussed revisiting a different proposal for a community center on the Taylor property in light of this news from the Lions Club regarding the lease.
5. **Select Board Retreat:** The Select Board retreat has been rescheduled to Thursday, July 14th from 10 a.m. to noon. The location will be determined, but will likely be held at the Loon Center.
6. **New Town Counsel Orientation:** Walter reported Attorney Matt Serge will be at Town Hall for a meeting with Board Chairs and staff regarding their legal services to the Town.
7. **TA General Updates:** 1) Walter reported that the Rte. 25/Old 109 intersection and the Far Echo intersection projects are still waiting for lines and cables to be removed. Paul suggested sending a letter of complaint to the PUC which might get some results. Walter will send a letter to the PUC for help. 2) Walter advised he would like to go forward with an interim agreement with Planning Consultant Jerry Coogan as we continue to look for a permanent replacement. The Board authorized negotiations with Mr. Coogan. Walter also advised he did meet with LRPC regarding their circuit rider program for planning assistance, but feels Mr. Coogan is a better fit for now. 3) Russ expressed concern that Don Cahoon is dealing with site plan compliance matters and could use assistance and technical help. Walter advised the new interim planner can assist with these matters. 4) The Employee Performance Evaluation process was discussed. Chris would like to have the Board review the evaluations before the employee's anniversary date occurs. This would require having the evals to the Selectmen before the 1st day of the anniversary month. Walter explained the process and the evaluation form has created some challenges. He will be working on changes and more Department Head training as the year goes on.

- V. **Adjournment:** Paul Made the Motion to Adjourn. Jean Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 5:45 p.m.

Approved

Date
Respectfully Submitted
Walter P. Johnson, Town Administrator